

Subject: **2024 Christmas Closure**
 Meeting Date: Tuesday, November 12, 2024
 Prepared By: Carolyn Van der Kuil, Legislative Services Manager
 Presented By: Carolyn Van der Kuil, Legislative Services Manager

STRATEGIC PLAN ALIGNMENT: (Check all that apply)

| | | | | | | | | | |
|---|--------------------------|---|--------------------------|---|--------------------------|---|--------------------------|---|-------------------------------------|
|  | <input type="checkbox"/> |  | <input type="checkbox"/> |  | <input type="checkbox"/> |  | <input type="checkbox"/> |  | <input checked="" type="checkbox"/> |
| High Quality Infrastructure | | Economic Resilience | | Quality of Life | | Effective Leadership | | Level of Service | |

RELEVANT LEGISLATION:

Provincial (cite)- N/A
Council Bylaw/Policy (cite)- Human Resource Policy

BACKGROUND/PROPOSAL:

According to Kneehill County’s Human Resource Policy:

12.5 Most County business shall close between Christmas Day and New Year’s Day. EMPLOYEES will be required to use their personal days or vacation time for this period and will be responsible for informing their SUPERVISOR of their choice.

And

12.1 The following days shall be recognized as holidays and all eligible employees shall be entitled to the holidays specified, namely:

New Year’s Day, Victoria Day, Thanks Giving Day, Family Day, Canada Day, Remembrance Day, Good Friday, Heritage Day, Christmas Day, Easter Monday, Labour Day, Boxing Day.

And

12.3 When any of the above-noted holidays fall on a normal rest day or days, the following scheduled working day or days shall be deemed to be the holiday. If New Year’s Day falls on the weekend, then the Friday before shall be deemed the holiday.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:

Christmas Dates:

Tuesday, December 24, 2024- Christmas Eve
 Wednesday, December 25, 2024- Christmas Day
 Thursday, December 26, 2024- Boxing Day
 Wednesday, January 1, 2025- New Year’s Day





REQUEST FOR DECISION

Administration Building & Shop

In accordance with the Human Resources Policy, Kneehill County will be closed from Wednesday, December 25, 2024, and will reopen at 8:30 a.m. on Thursday, January 2, 2025.

In previous years, Council has approved a motion to close the office at noon on Christmas Eve. Given the limited business activity on that day, Administration would like to request that Council consider doing so again this year.

Transfer Stations:

The Torrington transfer site, which is the only site open on Wednesdays, will be closed on December 25, 2024, and January 1, 2025, due to the statutory holidays falling on those Wednesdays. The site will reopen on the following Saturdays.

The Linden and Three Hills transfer sites will also be closed on December 26, 2024, for the Boxing Day statutory holiday and will reopen on the following Saturday.

Please note that the Trochu and Acme transfer stations are operated by their respective municipalities, and Kneehill County does not have the authority to regulate their operations.

Hamlet Garbage Collection:

The garbage collection schedule for the Hamlets will be affected. The usual pickup day is Thursday, but due to the holiday, the collection scheduled for Thursday, December 26th will be moved to Friday, December 27th.

Stat holidays are outlined in red font and days highlighted in orange are days requiring the use of personal days.

| December | | | | | | | January | | | | | | |
|----------|----|----|----|----|----|----|---------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa | Su | M | Tu | W | Th | F | Sa |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | 1 | 2 | 3 | 4 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 29 | 30 | 31 | | | | | 26 | 27 | 28 | 29 | 30 | 31 | |

FINANCIAL & STAFFING IMPLICATIONS:

2024 Operating Budget

RECOMMENDED ENGAGEMENT:

| | | | |
|---|-------------------------|--------|--|
| Directive Decision (Information Sharing, One-Way Communication) | | | |
| Tools: | Individual Notification | Other: | |

ATTACHMENTS:

N/A

COUNCIL OPTIONS:



1. Receive for information and consider making a motion to close the office at noon on December 24th, 2024.
2. Receive for information.

RECOMMENDED MOTION:

That Council receive the 2024 Christmas Closure report for information and approve closing the Kneehill County Office at noon on Tuesday, December 24, 2024.

FOLLOW-UP ACTIONS:

Advertise Christmas Closure on website, social media and office.

APPROVAL(S):

Mike Haugen, Chief Administrative Officer

Approved-

